

# Congratulations from Employee Insurance Benefits!

If you would like to enroll your newborn in medical and/or life insurance, you have **60 days** from the date of birth to complete the following action items:

- ☒ Enroll him/her into the City of Tucson benefits enrollment system, **AND**
- ☒ The Benefits Office must receive a copy of the official birth certificate

## ☒ **WHAT MUST I DO ON THE COMPUTER?**

- Log in via the “I Want To... Enroll” link at [www.tucsonaz.gov/enroll](http://www.tucsonaz.gov/enroll)
  - Be sure you are on a PC (not a MAC) using Internet Explorer
  - Login instructions are in the blue box on the login screen
  - If you are having issues with your password, use the “Reset Your Password” link to reset your password to the system default
  - Be mindful that different screens require that you enter birth dates in different formats – each screen will indicate whether or not slashes are required
- Select “life events” and then “birth/adoption”
- Follow the prompts to add your newborn’s information and select his/her medical and/or life insurance coverage
  - You may add your newborn to medical and/or dependent life insurance
  - If you would like to add your child to dental and vision, you must do so during a subsequent open enrollment
- Be sure to select **CONFIRM MY ENROLLMENT** at the end of the process, or your changes will not be saved, and your request will not be received
- When you are done, you should see a “THANK YOU” screen
- Print and retain a copy of your Confirmation Statement for your records

## ☒ **WHERE DO I SEND THE BIRTH CERTIFICATE?**

In addition to receiving your online request, the Benefits Office must also receive a copy of the **official birth certificate from Vital Records within 60 days of the date of birth.** (Day of birth is counted as day one.)

- Fax the birth certificate to **520-791-5942**; call 791-4597 or email [benefitquestions@tucsonaz.gov](mailto:benefitquestions@tucsonaz.gov) to confirm receipt
- If you have not received the birth certificate within 30 days of the date of birth, we recommend that you contact Vital Records at 520-243-7932 to obtain further direction about how to obtain the birth certificate within the 60-day deadline
- To pick up a birth certificate in person, take the hospital birth record to:  
Pima County Health Department Vital Records Division  
3950 S. Country Club Road, Suite 100 (1<sup>st</sup> Floor)  
Tucson, Arizona 85714, 1<sup>st</sup> Floor  
(located on the corner of Ajo Way & Country Club Road - right beside UPH Kino Hospital)  
Phone: 520-243-7932 or web: <http://www.pimahealth.org/birthdeath/index.asp#hours>

## ☒ **BE SURE TO MEET THE DEADLINE!**

**Please be mindful of the 60-day deadline; the sooner you get it done, the better. The date of birth counts as day one (1).** Unfortunately, if you miss the deadline for either (1) enrolling your child via the City’s online enrollment system or (2) making sure the Benefits Office receives a copy of the birth certificate, your next opportunity to enroll your child will be the following medical open enrollment.

## **WHAT IF I DON’T HAVE MY CHILD’S SSN?**

Not a problem! You may enroll a newborn without a SSN. If you do so, please call us at 520-791-4597 within **90 days** to provide your child’s SSN to the Benefits Office.

## **I ALREADY RECEIVED AN ID CARD FROM THE INSURANCE CARRIER. DO I STILL NEED TO DO THIS?**

Yes! The coverage is only temporary and will be canceled after 60 days unless you complete the required steps outlined above.

Once again – **CONGRATULATIONS** from Your Insurance Benefits Team!